

King, Valerie A.

From: Phillips, Robin
Sent: Thursday, March 27, 2003 8:33 AM
To: Roethig, Hans; King, Valerie A.
Cc: Mawyer, Denise T.; Carchman, Loreen
Subject: 2nd Revised Budget

Importance: High



2nd Revised 2R7.xls



2003 Clinical
Projects.xls

Dear All,

Finance has requested our 2nd revised budget forecast. Attached is a spreadsheet that indicates the actual spending (including finance accrual amounts) for January and February 2003 and our budgeted amounts for March-December 2003.

These detailed budgets have replaced the strategic budget planning that has been done in the past. **It will be necessary for me to have your detailed budget no later than the close of business on April 4, 2003.** This timetable will allow me enough time to accurately record the budget in the Access system and allow time to review the budgets for accuracy. These detailed budgets will be reviewed by Rick on April 22, 2003 for presentation to the OBT on May 7. Requests for adjustments to these budgets will most likely be made between April 14th and April 23rd.

In looking at the budget spreadsheet, please keep the following in mind:

- We were not provided budget targets, therefore we will use the 2003 OB figures in the 4th column. If you feel that the original budget numbers do not adequately cover your existing work and projects, you may request increases, however you will need to provide adequate justification for additional dollars. **Please add a column to the spreadsheet for justification for any variances.**
- The 5th column, labeled 2RF, reflects the budgeted dollars for March-December plus January and February actuals. Therefore, this column may be higher or lower than the 2003 OB, depending on spending the first two months of the year. At this time, we will still **budget to the 2003 OB**, not 2RF figures.
- You will note that there are accounts in your budget where dollars are hitting that did not have money budgeted at 2003 OB. You will need to look at these accounts and decide if money should be budgeted or if the item has been recorded in the wrong general ledger account. If there is a question on what the charge consists of, please let me know and I will try to have finance research the item, however a quick turnaround from them is not likely. All cost centers should have an Office Supply Budget.
- **Please mark all changes in RED so I can more easily track them.**

The second attachment is a list of the final 2003 projects for your area. Please look at it to make sure that budget dollars are included for these projects. Particular attention should be made to those projects that will need contracts and are not currently addressed in the budget.

I will be more than happy to meet with any of you to help you with the budget or answer any questions you may have. Please feel free to call, e-mail me, or set up a time for us to meet.

Thanks so much for your time.

Robin